

**ALABAMA WORKFORCE
INVESTMENT AREA**

PY-2009/FY2010

LOCAL AREA PLAN

And

**ANNUAL GRANT
AGREEMENT**

WORKFORCE DEVELOPMENT DIVISION
Alabama Department of Economic and Community Affairs (ADECA)

WIA GRANT AGREEMENT

I. WORKFORCE INVESTMENT AREA				A. Plan No.: 92-0			
B. Action:		Initial Grant:	<input checked="" type="checkbox"/>	Modification:		<input type="checkbox"/>	
C. Grant Recipient				D. Administration Entity			
1. Name		ADECA		1. Name		Alabama Workforce Investment Area	
2. Organization		WDD (AWIA)		2. Organization		WDD	
3. Address		401 Adams Avenue		3. Address		401 Adams Ave, Suite390	
4. City		Montgomery, AL		4. City		Montgomery,Al	
5. Zip		36103-5690		5. Zip		36104	
6. Contact		Steve Walkley		6. Contact		Mickey Hutto	
7. Telephone #		(334) 242-5300		7. Telephone #		334-242-5886	
8. E-Mail		steve.walkley@adeca.alabama.gov		8. E-Mail		mickey .hutto@adeca.alabama.gov	
E. Proposed Funding							
WIA Funds				\$ 19,931,732.00			
F. Grant Period							
Start:				End:			
	Year	Mnth	Day		Year	Mnth	Day
	2009	7	1		2010	6	30
						Effective Date	
						7/1/2009	
II. ASSURANCES AND CERTIFICATIONS: Assurances/Certifications on page 2 are part of this Grant Agreement.							
III. LOCAL AREA SUBMISSION (Attach any comments on a separate sheet)							
Name/Title				Signature			Date
Steve Walkley, Division Director Workforce Development Division							
Mike Reynolds Local Workforce Investment Board							
Bill Johnson, Director ADECA							
Matthew Hughes, Director OWD							
Bob Riley Governor							

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State of Alabama
Alabama Office of Workforce Development
Workforce Development Division

American Recovery and Reinvestment Act of 2009
Grantee Budget Summary

1. Grant Recipient: Alabama Workforce Investment Area	
Address: 401 Adams Avenue, Suite 380 Montgomery, Alabama 36104	
Contact Person: Mickey Hutto	E-mail: mickey.hutto@adeca.alabama.gov
Title: Supervisor, AWIA Section	Phone No.: 334-242-5886 Fax No.: 334-242-5855
2. Plan No.: 92-0 Yr. of Funds: PY2009 Effective Date: 7/1/2009	
Directive No.: PY2008-05 Grant Period - Adult/D.W.: 7/1/2009 - 6/30/2010	
USDOL Grant No.: Grant Period - Youth: 4/1/2009 - 6/30/2010	
3. Program:	Governor's Set Aside
a. CFDA Number	Adult Funds
b. Allocation Year	Youth Funds
c. Fund Allocation/Grant Amount	Dislocated Worker Funds
4. Cost Categories/Budget:	d. Total LWIA Funds
a. Administration Funds	
b. Program Funds	
c. Program Fund Transfers	
d. Adjusted Program Funds	
e. Total Funds	

Remarks:

State of Alabama
Alabama Office of Workforce Development
Workforce Development Division

Grantee Budget Summary

1. Grant Recipient: Alabama Workforce Investment Area	
Address:	401 Adams Avenue, Suite 380 Montgomery, Alabama 36104
Contact Person:	Mickey Hutto
Title:	Supervisor, AWIA Section
E-mail:	mickey.hutto@adeca.alabama.gov
Phone No.:	334-242-5886
Fax No.:	334-242-5855
2. Plan No.:	92-0
Directive No.:	PY2008-05
USDOL Grant No.:	
Yr. of Funds:	FY2010
Effective Date:	10/1/2009
Grant Period - Adult/D.W.:	10/1/2009 - 6/30/2010
Grant Period - Youth:	NA
3. Program:	
a. CFDA Number	
b. Allocation Year	
c. Fund Allocation/Grant Amount	
4. Cost Categories/Budget:	
a. Administration Funds	
b. Program Funds	
c. Program Fund Transfers	
d. Adjusted Program Funds	
e. Total Funds	

	Governor's Set Aside	Adult Funds	Youth Funds	Dislocated Worker Funds	d. Total LWIA Funds
a.		17,258	17,259	17,260	
b.		FY2010	-	FY2010	
c.		\$5,189,516.00		\$5,176,525.00	\$10,366,041.00
4.					
a.		\$518,951.00		\$517,652.00	\$1,036,603.00
b.		4,670,565		4,658,872	\$9,329,437.00
c.		\$1,035,305.00		-\$1,035,305.00	-
d.		\$5,705,870.00		\$3,623,567.00	\$9,329,438.00
e.		\$6,224,821.00		\$4,141,220.00	\$10,366,041.00

Remarks:

AWIA PY 2009 Annual Grant Agreement

A. Participant Intake Services and Ongoing Assessment Activities:

1.

- a. and b.** The Alabama Workforce Investment Area participant delivery system known as WIA and Wagner-Peyser (ES) staff located in Alabama's Career Centers are the entities responsible for providing intake, initial assessment, case management, and referral to training for WIA applicants/participants. Policies and procedures for the delivery of participant intake, assessment, and case management activities were provided by the Governor's Office of Workforce Development (GOWD). These policies and procedures are outlined in the Alabama Career Center Administrative and Operational Guidelines issued by the GOWD Field Services Division in October 2008. The GOWD Field Services Division also issues policies and guidance throughout the year via Field Services Memorandums.

Available core services include but are not limited to determination of eligibility to receive assistance through these services; outreach; orientation to information and services available through the Career Center System; intake which may include worker profiling; initial assessments of skills levels, aptitudes, abilities, and supportive services needed; job search and placement assistance; career counseling to include career goals; labor market information; eligible training providers; education providers; and information on other supportive services.

- c.** The first level of assessment is performed at the time job seekers contact an Alabama Career Center regarding job referral and / or training services. This assessment provides such basic information as work history, skills and abilities, and education status. If other core services are needed after completion of the first level of initial assessment, clients are referred to other staff for the second level of initial assessment.

The second level of assessment determines academic skills levels, interests, aptitudes, and career choices. Additional information on occupational skills levels, abilities and supportive service needs is also assessed at this time. Information gathered during this phase of assessment may indicate that job search, placement assistance, and career counseling can lead to employment.

The need for Intensive Services is determined by the customer's inability to obtain employment that leads to self-sufficiency through Core Services, the results of their initial assessment, and other indicators. Before moving into Intensive Services considerations to be addressed include; the results of the assessment; are the customer's goals realistic and attainable; will the job seeker benefit

from the services offered; or is there a partner agency or non-WIA funded agency that can provide the services.

- d. Assessment results could also be useful in helping customers to identify barriers that are hindering their ability to obtain employment. New or additional training may be needed. Some of these individuals may benefit more from assistance and services provided from partner agencies or other non-WIA funded agencies. These include supportive service agencies, educational or training facilities, or possible on-line job search resources.
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- 1. After the initial assessment, referrals may be necessary to assist clients in seeking additional job attainment and/or human capital development. Case Managers provide intensive services through activities such as comprehensive diagnostic assessment, in-depth interviews, development of the Individual Employment Plan (IEP) and setting individual goals.
 - 2. Clients referred to training services, either Individual Training Accounts (ITAs), On-the-Job Training (OJT), or customized training receive case management initiated by Career Center staff during comprehensive assessment. This continues as long as the WIA client is receiving services, including services provided by partner agencies. Case management contact with clients during participation is frequent, regular, consistent, and documented in each client's case file.
 - 3. Post termination services are provided to WIA clients by CareerLink staff. This may include contact with clients before and after job placement. The frequency and duration of these contacts are determined by CareerLink staff; however, at a minimum contact is maintained quarterly.
 - 4. The AWIA Section of ADECA's Workforce Development Division has a Program Monitoring Unit which regularly monitors Career Center activities as outlined in the "*CareerLink Guide to Customer Services, July 2001*" issued by the AWIA.

B. Planned Participant Post-Assessment Services: Indicate with an "X" the available Younger Youth, Older Youth, Dislocated Worker, and Adult WIA individual services, and whether these services are delivered by WIA partners through the Career Center network.

Planned Services	Delivered Through		
	Available	Career Center	Other
Younger Youth (14-18 yrs.)			
Basic Education Skills	<u>X</u>	<u>X</u>	<u>X</u>
Remedial	<u>X</u>	<u>X</u>	<u>X</u>
GED Preparatory	<u>X</u>	<u>X</u>	<u>X</u>
Work Readiness Skills	<u>X</u>	<u>X</u>	<u>X</u>
Occupational Skills	<u>X</u>	<u>X</u>	<u>X</u>
Older Youth (19-21 yrs.)			
Basic Education Skills	<u>X</u>	<u>X</u>	<u>X</u>
Remedial	<u>X</u>	<u>X</u>	<u>X</u>
GED Preparatory	<u>X</u>	<u>X</u>	<u>X</u>
Work Readiness Skills	<u>X</u>	<u>X</u>	<u>X</u>
Individual Referrals	<u>X</u>	<u>X</u>	<u>X</u>
Dislocated Workers			
Individual Training Accounts	<u>X</u>	<u>X</u>	
On-the-Job Training	<u>X</u>	<u>X</u>	
Other Training	<u>X</u>	<u>X</u>	<u>X</u>
Adults			
Individual Training Accounts	<u>X</u>	<u>X</u>	
On-the-Job Training	<u>X</u>	<u>X</u>	
Other Training	<u>X</u>	<u>X</u>	<u>X</u>

See attachment A for list of occupational skills programs available to younger youth, older youth, adults and dislocated workers through Individual Training Accounts (ITA's). On-the-Job Training (OJT) areas will vary.

Required Elements of the Youth Program

Delivery of the required ten WIA Youth program elements is addressed in AWIA's Strategic Local Workforce Investment Plan. Detailed instructions for the delivery of these ten elements are provided in the "*CareerLink Guide to Customer Service, July 2001*". Youth program contractors and Career Center staff were advised of the requirement to ensure youth have access to the ten required elements as appropriately identified in the Individual Service Strategy (ISS). Career Center staff were also provided extensive training on the "*CareerLink Guide to Customer Service, July 2001*". Training sessions were also conducted with youth contract provider staff to emphasize the requirements of WIA to provide the appropriate required youth elements. Furthermore, the youth RFP issued in April 2009 for Program Year 2009-2010, required proposers to address how each of the required elements would be provided if the proposer received funding.

AWIA's Monitoring Unit will review these requirements during monitoring of AWIA youth contractors and the Career Centers.

Youth Program Services to Non-Economically Disadvantaged Persons:

The AWIA does not plan to serve non-economically disadvantaged youth in Program Year 2009.

C. LWIA Adult, Youth, Dislocated Worker Performance Goals

Listed below are the preliminary PY 2009 local workforce investment area performance goals for the Adult, Dislocated Worker, and Youth programs for the AWIA as provided by the State.

ADULT PROGRAM

	<u>Performance Goal</u>
1. Entered Employment Rate	74.50%
2. Employment Retention Rate	83.00%
3. Six Month Earnings	\$9,800.00
4. Employment and Credential/Certificate Rate	48.00%

DISLOCATED WORKER PROGRAM

	<u>Performance Goal</u>
1. Entered Employment Rate	80.50%
2. Employment Retention Rate	91.00%
3. Six Month Earnings	\$13,500.00
4. Employment and Credential/Certificate Rate	55.00%

YOUTH PROGRAM

Youth (14-18 yrs.)

	<u>Performance Goal</u>
1. Skill Attainment Rate	73.00%
2. Diploma or Equivalent Attainment Rate	52.00%
3. Retention Rate	65.00%

Youth (19-21 yrs.)

	<u>Performance Goal</u>
1. Entered Employment Rate	72.00%
2. Employment Retention Rate	83.00%
3. Earnings Change in Six Months	\$4,000.00
4. Credential/Certificate Rate	40.00%

D. Adult, Dislocated Worker Program, On-the-Job Training, Customized Training Activities:

The AWIA provides both On-the-Job Training (OJT) and Customized Training for the development of OJT and Customized Training contracts in AWIA.

The Alabama Workforce Investment Area's Career Center staff are responsible for the development of OJT and Customized Training contracts in AWIA.

Policies and procedures for the delivery of OJT and Customized Training services have been established by the Workforce Development Division (WDD) and adopted by AWIA. These policies and procedures are outlined in detail in the "*CareerLink Guide to Employer-Specific Training Activities, January 2003*". These guidelines have been issued to all Career Center offices and are the official guidance for Career Center staff in the delivery of OJT and Customized Training activities.

The AWIA does not plan to use local area funds for incumbent worker training in Program Year 2009.

E. Participant Payment Systems:

N/A

F. Transfer of Funds:

The Alabama Workforce Investment Area (AWIA) plans to transfer 20% of its PY2009/ FY2010 Dislocated Worker funds to the Adult program. The rationale for the transfer is due to a large number of dislocated workers that are provided assistance with WIA Rapid Response funds and funds provided through the Trade Adjustment Assistance (TAA) program. Additional funds in the Adult program will allow more services to spouses of dislocated workers and under-employed adults needing skills upgrading.

Technical Programs Approved for AWIA ITA

Short-term training (including non-credit training) and programs of study in the following technical areas are approved for payment with WIA individual training accounts (ITAs) in the Alabama Workforce Investment Area. Note that eligible training courses in the program areas listed may differ in name from the program areas. A training provider must be a "WIA Certified Training Provider" of specific programs of courses for those programs or courses to be eligible for payment with ITAs. A certified training provider list is at <http://www2.dir.state.al.us/alcrs/selprovs.asp>. To certify a program, contact Karen Montgomery in ADECA (334) 242-5166. Note that this list is a current as of date signed and may be modified.

Category 1 – Maximum reimbursement is 2,500.00	Category 4 – Maximum reimbursement is 6,500.00
Category 2 – Maximum reimbursement is 3,500.00	Category 5 – Maximum reimbursement is 9,000.00
Category 3 – Maximum reimbursement is 4,500.00	

TRAINING	Category 1	Category 2	Category 3	Category 4	Category 5
Accounting Technology					X
Administrative Business Management		X			X
Air Conditioning/Refrigeration Technology					X
Architectural Engineering Technology					X
Associate Degree Nursing (RN)					X
Automated Manufacturing				X	X
Automotive Manufacturing Technology				X	X
Automotive Body Repair				X	X
Automotive Mechanics					X
Aviation Maintenance – Airframe					X
Aviation Maintenance – Power Plant					X
Avionics Technology					X
Biomedical Technology					X
Cardiac Ultra Sound			X		
Carpentry				X	
Certified Nursing Assistant	X				
Chemical Laboratory Technician	X	X			
Child Development				X	X
Clinical Laboratory Technology				X	X
Computer Graphics Design				X	X
Computer Maintenance Technology				X	X
Computer Information Systems	X	X	X	X	X
Computer Science–Programmer Certifications			X	X	X
Construction Trades				X	X
Criminal Justice					X
Culinary Arts				X	X
Dental Assisting					X
Dental Hygienist					X
Diagnostic Medical Sonography			X		X
Diesel Mechanics				X	X
Drafting and Design Technology				X	X

Technical Programs Approved for AWIA ITA

TRAINING	Category 1	Category 2	Category 3	Category 4	Category 5
EKG Technician	X		X		
Electrical Technology				X	X
Electronic Engineering Technology				X	X
Emergency Medical Technology				X	X
Engineering Technology Technician				X	X
Environmental Technology					X
Graphics and Printing				X	X
Health Information Technology					X
Heating and Air Conditioning				X	X
Heavy Equipment Operator			X		
Home Health Aide	X				
Hospitality Services Management					X
Industrial Engineering Technology				X	X
Industrial Electronics Technology				X	X
Industrial Machine				X	X
Industrial Maintenance Technology				X	X
Line-worker (Electrical)			X	X	
Machine Tool Technology				X	X
Masonry				X	X
Mechanical Engineering Technology				X	X
Mechanical Design Technology				X	X
Medical Technology					X
Medical Billing and Coding	X	X			
Office Administration / Accounting / Administrative Assistant				X	X
Office Administration - Medical			X		X
Paralegal					X
Patient Care Technician			X		
Pharmacy Technician		X		X	
Phlebotomy	X				
Physical Therapist Assistant					X
Plumbing	X	X			
Practical Nursing				X	
Quality Control Safety	X	X			X
Radiologic Technology				X	X
Respiratory Therapist					X
Robotics/Automated Controls Technology		X	X		X
Sheet Metal Technology		X	X		
Surgical Operating Room Technology					X
Truck Driving	X				
Veterinary Technology					X
Water and Wastewater Management	X	X			X
Welding			X		X